

USDA-FmHA FORM FmHA 2021-6 (Rev. 7-94)			
FmHA/RDA FIELD OFFICE MAIL CHANGE			
1. TO: QUALITY CONTROL BRANCH ATTN. 351 ST. LOUIS, MO		2. FROM:	
3. TYPE OF CHANGE: <input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> CHANGE		4. EFFECTIVE DATE:	
		5. AGENCY: <input type="checkbox"/> FmHA <input type="checkbox"/> RDA	
INFORMATION AS IT EXISTS ON THE COUNTY INFORMATION FILE OR SPACE RECORD CARD			
6. FmHA/RDA CODE:		7. MAIL CODE:	
		8. SERVICING OFFICE CODE:	
		9. OFFICE TYPE: <input type="checkbox"/> STATE <input type="checkbox"/> DISTRICT <input type="checkbox"/> REGION <input type="checkbox"/> RDA DISTRICT	
		<input type="checkbox"/> SEPARATE <input type="checkbox"/> COUNTY/FT <input type="checkbox"/> COUNTY/SUB <input type="checkbox"/> COUNTY/PT <input type="checkbox"/> NON-OFFICE	
10. LOCATION NAME:		11. CLASSIFICATION: <input type="checkbox"/> COLLOCATION <input type="checkbox"/> CONSOLIDATION <input type="checkbox"/> SHARED	
		12. SPECIALIZED SERVICING AND SQUARE FEET:	
ADD OR CHANGE TO THE COUNTY INFORMATION FILE OR SPACE RECORD CARD			
13. FmHA/RDA CODE:		14. MAIL CODE:	
		15. SERVICING OFFICE CODE:	
		16. OFFICE TYPE: <input type="checkbox"/> STATE <input type="checkbox"/> DISTRICT <input type="checkbox"/> REGION <input type="checkbox"/> RDA DISTRICT	
		<input type="checkbox"/> SEPARATE <input type="checkbox"/> COUNTY/FT <input type="checkbox"/> COUNTY/SUB <input type="checkbox"/> COUNTY/PT <input type="checkbox"/> NON-OFFICE	
17. LOCATION NAME:		18. SERVICING DISTRICT/REGION CODE:	
		19. RDA DISTRICT CODE:	
20. CLASSIFICATION: <input type="checkbox"/> COLLOCATION <input type="checkbox"/> CONSOLIDATION <input type="checkbox"/> SHARED		21. SPECIALIZED SERVICE AND SQUARE FEET:	
		22. FIPS CODE:	
23. CONGRESSIONAL DISTRICT:		24. ORG STRUCTURE CODE:	
		25. FED STRIP NUMBER:	
26. ADDRESS OF MAIL CODE:		27. ADDRESS OF FmHA CODE, IF DIFFERENT FROM NO. 26:	
28. HEADQUARTERS:		29. CONTACT PERSON:	
		30. TELEPHONE NUMBER:	
31. REMARKS:			
► PLEASE REFER TO FMI FOR COMPLETION INSTRUCTIONS. ◀			
32. SIGNATURE:		33. TITLE:	

PROCEDURE FOR PREPARATION

: FmHA Instruction 2021-A.

PREPARED BY

: State Office.

NUMBER OF COPIES

: Original and two copies.

SIGNATURES REQUIRED

: State Director, or his/her delegate

DISTRIBUTION OF COPIES

: Original to the Finance Office; signed copy retained in State Office, copy to field office.

INSTRUCTIONS FOR PREPARATION

NOTE: When changing information for an office, complete all fields on the form, regardless of whether the information is changed. This form is the only notification required for field office mail changes.

If you are submitting this form to change information for a district office that also represents an RDA district office code, indicate in the "Remarks" section (Block 31) whether the information should also be changed for the RDA code.

- (1) Not Applicable
- (2) Enter the numeric FmHA code of the state office submitting this form.
- (3) Check the applicable type of change.
- (4) Enter the effective date of this change (month-day-year).
- (5) Check whether this form is being submitted for FmHA or RDA.
- (6) Enter the numeric five-digit (two for state and three for county/district/RDA district/RDA region) FmHA/RDA code for the existing office.
- (7) Enter the existing numeric five-digit (two for state and three for county/district/RDA district/RDA region) mail code to identify the destination of mail for the reporting office.
- (8) Enter the existing numeric five-digit (two for state and three for county/district/RDA district/RDA region) servicing code to identify the office that services the FmHA/RDA office.
- (9) For the FmHA/RDA code entered in box 6, check the office type that this code represents. Only one box should be checked.

Check "State" for state offices or for an FmHA code with an address of a state office.

Check "District" for district offices or for an FmHA code with an address of a district office.

Check "Region" for RDA regional offices or for RDA codes that have an address of an RDA regional office.

Check "RDA District" for RDA district offices or for RDA codes that have an address of an RDA district office.

Check "Separate" if this FmHA/RDA code represents an office that was established solely for a particular service/function (appraisals, underwriting, etc.) and was established at an address independently from an already established office. If an FmHA/RDA code has been designated for a unique function, but has an address of an already existing office, the office type of the already existing office should be checked in this box.

Check "county/ft" if a primary servicing office is located in this FmHA code.

Check "county/sub" if a sub county office is located in this FmHA code.

Check "county/pt" if a part-time county office is located in this FmHA code.

Check "Non Office" if there is no office located in this FmHA/RDA code.

- (10) Enter the applicable location name of the existing office. This would be the state name for a state office, the city name for a district office, and the county name for a county office.

- (11) Check the current office classification.
 - Collocation.** Space housing two or more USDA Agencies which occupy contiguous space in a building or non-contiguous space in the same or adjacent buildings.
 - Consolidation.** The combining of two or more locations of a single USDA Agency into one location.
 - Shared.** A collocated office at which two or more Agencies share one or more common resource, e.g. conference room, lunch room, mailroom, and/or office equipment.
- (12) Enter the type of specialized servicing unit and the square feet this unit occupies. An office in which the entire office specializes in a particular loan type or service or a specialized servicing unit which is established within an existing office (appraisal staff/125, underwriting/150).
- (13) Enter the new or existing numeric five-digit FmHA/RDA code.
- (14) Enter the numeric five-digit mail code to identify the destination of mail for the reporting office.
- (15) Enter the numeric five-digit servicing code to identify the office that services the reporting office.
- (16) For the FmHA/RDA code entered in box 13, check the office type as explained for box 9.
- (17) Enter the new or existing location name of the office. This would be the state name for a state office, the city name for a district office, and the county name for a county office.
- (18) Enter the numeric servicing district code which identifies the servicing district for an FmHA county or district, or enter the numeric servicing RDA region code for RDA offices.
- (19) Enter the numeric RDA district code which identifies the RDA office that services the county. This block is applicable only to FmHA county codes.
- (20) See 11 for instructions.
- (21) See 12 for instructions.
- (22) Enter the numeric Federal Information Processing Standards (FIPS) code (assigned by Washington to identify county office.) This should represent the county where the office is located. Example: 45-054 or 45-154
- (23) Enter the numeric Congressional district codes for this FmHA code. As many as four Congressional district codes may be entered.
- (24) Enter the numeric twelve digit organizational structure code. This field is only applicable for County records. Example: 07 01 38 0111 05
- (25) Enter the federal strip number. This is a six digit code which represents the General Services Administration (GSA) site control number. The first two digits will always be 12.
- (26) Enter the street address for the mail code including PO Box, City, State and nine digit zip code. If the zip code for the PO Box is different than the street address, please include the zip code for PO Box also.
- (27) Enter the street address of the FmHA Code, if different from #26.
- (28) Enter the name of the town where the headquarters for this office is located.
- (29) Enter the name of the office contact person (usually the concentration banking coordinator).
- (30) Enter the telephone number, including area code, for the mail code.
- (31) Enter any remarks that may be needed to clarify this change. For example, if this form is being submitted to change information for a district office code that also represents an RDA district office code, indicate in this box whether the information should be changed for the RDA code as well.
- (32) & (33) Signature and title of the individual authorized to initiate the change.